



Michigan Plan for the Federal Documents Depository Library System

**Revised by the Michigan Council of
Federal Depository Libraries
September 1998**

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CONTENTS

INTRODUCTION	i
Background of the Plan	i
Use of the State Plan	ii
 MISSION.....	1
ORGANIZATION.....	3
Michigan Council of Federal Depository Libraries.....	3
Role of Regional Libraries in Michigan.....	3
Communication.....	4
Visits.....	5
RESOURCES	7
Human Resources	7
Equipment and Space.....	7
Financial Responsibility.....	7
COLLECTIONS.....	9
Collection Development	9
Retrospective Collection Development	9
Disposal Statement.....	10
Transfer of Materials.....	10
SERVICES.....	13
Public Access and Hours of Service.....	13
Bibliographic Access.....	13
Interlibrary Loan.....	13
Promotion.....	13
STANDARDS.....	14
AMENDMENT PROCESS.....	14
APPENDICES	
A: Directory of Michigan Federal Documents Depository Libraries.....	15
B: Map of Federal Documents Depository Libraries by Congressional District.....	23
C: Michigan Council of Federal Depository Libraries (1998).....	25
D: Standards for Michigan Federal Documents Depository Libraries.....	27
E: Guidelines for Disposal of U.S. Government Depository Publications.....	31
F: Memorandum of Agreement.....	37
G: Request for Exemption from Disposal Guidelines.....	39
H: Electronic Discussion List Subscriber Information.....	41

INTRODUCTION

Background of the State Plan

At its spring 1981 meeting, the Depository Library Council to the Public Printer, U.S. Government Printing Office, passed the following resolution:

In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to ensure that federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the federal documents depository program within the state. The plan should be developed through consultation with all designated federal depository libraries within the state and should address all depository responsibilities outlined in the *Instructions to Depository Libraries* as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the Spring 1981 meeting.

The full text of the Council resolution and the response to resolutions from the Public Printer may be found in *Summary of Meeting, Depository Library Council to the Public Printer*. Sept. 28-30, 1981, pp. 1-2. (SuDoc no.: GP 3.30/2:981-2)

The Public Printer acknowledged the benefits of developing state plans for the Federal Depository Library Program, stating that, "Such plans would provide a cost-effective means of enabling states to share the responsibility for the development of collections and the provision of services."

In the fall of that year, a second resolution from Council further recommended a list of elements to be addressed in such plans and suggested that the state plan concept be publicized by disseminating material about such plans to the depository community and to the Chief Officers of State Library Agencies.

The full text of the Council resolution and the response to that resolution from the Public Printer may be found in *Public Documents Highlights*, no. 51/52, April-June 1982, p.5. (SuDoc no.: GP 3.27:51/52)

Under the direction of the State Librarian, depository libraries in Michigan developed and adopted the "*Michigan Plan for the Federal Documents Depository Library System*," which was approved by the Legislative Council in April 1983. The plan was revised in 1993. Subsequently, each selective and regional depository library became an individual signatory to the plan.

In adopting the plan, the directors of Michigan federal documents depository libraries agreed to provide:

- service by staff members, as invited, on the Michigan Council of Federal Depository Libraries;
- cooperation with the two regional depositories with respect to discards, training, visits, and other activities;
- inclusion in all budgetary and resource planning of staff and funds needed to make government information available to the public;
- cooperation in comparing, discussing, and amending current item selections and disposing of unwanted material to achieve balanced selections both currently and retrospectively;
- guarantee of public access;
- use of the system for interlibrary loan;

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- promotion

Michigan is proud to have been the first state to implement a plan for federal government information. Since then, other state plans have been adopted, many modeled after the Michigan plan.

Use of the State Plan

The State Plan is to be used as a mission statement, a planning document, and a statement of responsibility for Michigan depositories. It is to be viewed as a flexible, living document that will be expanded and amended as needs dictate. The Plan should be used in conjunction with such tools and guides as *Instructions to Depository Libraries*, *Guidelines for the Depository Library System*, *A Directory of U.S. Government Depository Libraries*, and other similar publications and directives from the Government Printing Office relating to the depository system.

It is recommended that each depository keep a copy of the State Plan in a convenient location, along with the above listed titles, in-house manuals, and other guides, for easy staff accessibility.

MISSION

The Federal Depository Library System in Michigan is part of a national Depository Library Program, in which certain libraries are designated to provide federal government information to the public. The purpose and intent of the program are as follows:

To help fulfill its responsibilities to inform the public on the policies and programs of the federal government, Congress established the Depository Program. This program is based upon three principles: 1) with certain specified exceptions, all government information shall be made available to depository libraries; 2) depository libraries shall be located in each state and Congressional district in order to make government information widely available; and 3) this government information shall be available for the free use of the general public. Chapter 19 of Title 44, *U.S. Code* is the authority for the establishment and operation of the depository program.

In Michigan, as of January 1, 1998, 44 libraries are designated as selective depositories. For a complete list, see Appendix A. The Library of Michigan and the Detroit Public Library are designated as regional depositories serving the entire state.

A plan to coordinate the depository library system in Michigan is necessary to provide efficient, effective access to the federal government information needed by citizens of the state. The U.S. Government Printing Office has recommended the development of state plans to improve services to the public and to reduce costs through greater formal cooperation and networking among depository libraries.

ORGANIZATION

There are four organizational concerns in this section: the make-up and responsibilities of the Michigan Council of Federal Depository Libraries; the role of regional depositories in the plan; ideas for strengthening communication among participants; and recommendations for formal and informal visits among participants and others.

Michigan Council of Federal Depository Libraries

The Michigan Council of Federal Depository Libraries (see Appendix C) is responsible for implementing, monitoring and amending the plan. Its role will include, but not be limited to, the following:

Membership: The council shall consist of two permanent and three elected members. All members shall be employed by Michigan federal depository libraries. The two permanent seats are reserved for representatives of the two Regional Depository Libraries of the state (located at the Library of Michigan in Lansing and the Detroit Public Library Main Library). The State Librarian, acting on behalf of the Library of Michigan Board of Trustees, will supervise the nomination and election of the three elected members to the council. Representatives shall be drawn from and provide for broad geographic coverage. Special efforts will be made to secure representation from the First Congressional District. (A map outlining the Michigan Congressional districts of the current Congress may be found in Appendix B.) All elections will be for a three-year term, normally held in August. Terms begin in January and run for three calendar years. Elected members will be eligible for consecutive terms. Vacancies may be filled by special election supervised by the State Librarian. The Government Documents Round Table (GODORT) of Michigan will select a representative to serve a three-year term as liaison between GODORT and the council. The council may ask other librarians to serve on special committees or as liaisons.

Meetings: The Council will meet at least once a year and will sponsor a general meeting in odd numbered years and geographic area meetings in even numbered years to which all depository librarians in Michigan will be invited.

Functions:

1. Conduct the general and geographic area meetings;
2. Encourage participation in electronic services that are accessible to a wide number of Michigan libraries;
3. Encourage current and retrospective collection development and cooperative retention arrangements among Michigan depositories;
4. Review, evaluate, and coordinate the plan as a whole;
5. Report on the plan to the Government Printing Office as requested and maintain regular communication with Michigan libraries and others concerning the plan;
6. Publicize the plan and depository libraries throughout the state;
7. Review and evaluate Standards for Michigan Federal Documents Depository Libraries (see Appendix D), amending as appropriate;
8. Facilitate, in conjunction with the regional libraries, the training of depository library staff.

Additional information on some of these items may be found within this plan.

Role of Regional Libraries in Michigan

There are two types of libraries in the Federal Depository Library Program: selective and regional. Selective depositories may choose those items offered in the Depository Library Program by the Government Printing Office that they feel are most suitable to their clientele. These materials may be discarded after five years with approval from the regional libraries.

Regional libraries accept and retain one copy of all tangible items offered through the Federal Depository Library Program. They are required to provide the following to selective depository libraries: interlibrary loan; reference and technical processing advice; and approval for disposal of depository materials. There are two regional libraries in Michigan: the Library of Michigan and the Detroit Public Library. Each regional shall serve approximately half of the selective libraries in the state; the primary areas of responsibility for each regional shall be drawn along congressional district lines or other contiguous geographic areas as deemed appropriate by the Michigan Council of Federal Depository Libraries (see Appendix B). Appendix A indicates which of the two regionals is responsible for service to each of the selective depository libraries.

Selective depositories may contact the regional library serving their geographic area for the following purposes:

1. Instructions for the disposal of material. Both regionals must approve disposal decisions (see Appendix E for procedures);
2. Visits;
3. Orientations and/or advice relating to the depository program and procedures;
4. Technical processing advice;
5. Copies of biennial surveys, inspection reports, self studies, collection development statements, memoranda of agreement, etc., related to the functions of the selective depository library;
6. Collection development decisions;
7. Preparation and approval of selective housing agreements or statements of service for temporary quarters; and
8. Assistance with self study/inspection processes.

Either of Michigan's two regional depositories may be contacted by selective depositories and non-depository libraries for the following purposes:

1. Interlibrary loan and photocopy services pertaining to documents and microforms of documents;
2. Reference back-up; and
3. Other assistance as needed.

If the regional depository staff serving your geographic area is not available, the other regional depository may be contacted.

Communication

Communication among all regional and selective federal depositories results in better service throughout the state and includes the following:

Meetings: Meetings for all depository librarians will be sponsored by the Michigan Council of Federal Depository Libraries. Biennial general meetings, held at different locations, will give librarians a chance to discuss statewide problems and concerns in a spirit of mutual help and support. Geographic area biennial meetings will be held at multiple locations in the alternate year. Agenda items will be solicited from all librarians.

Written communication: The two permanent members (the regional depository library representatives) of the Michigan Council of Federal Depository Libraries will be responsible for distributing information concerning operational or policy matters of interest to the federal depository libraries. Assistance is desired and strongly encouraged from all depository librarians in collecting this information, particularly in the areas of announcing new personnel, major acquisitions and cooperative efforts. The main reporting vehicle for this information will be an official electronic discussion list (see Appendix H for subscriber information). Other channels of communication may include special mailings, newsletters of professional organizations, electronic mail, telefax, and telephones.

Directory: The Library of Michigan will publish "Federal Documents Depository Libraries" each year in the

Directory of Michigan Libraries, including the name, address and public access phone number for the library along with the name of the documents contact. The depository directory information will be distributed and updated via the official electronic discussion list of the Michigan State Plan and posted on the Library of Michigan web site. Depositories are responsible for notifying the regional libraries when changes occur.

Personal contact: This is the most effective way for depository librarians to give each other support. Between meetings, depository librarians within a given county, congressional district or resource sharing network should become better acquainted with one another's collections, services, and facilities. In addition, more formal visits are described below.

Visits

Visits create open lines of communication among libraries and their staff and are excellent avenues for the exchange of ideas, procedures, concerns, resolution of problems, etc. Coordination of these activities falls under the direction of the Michigan Council of Federal Depository Libraries and include:

1. Visits of regional librarians to selective depository libraries: These visits may be in conjunction with Government Printing Office inspections, in response to a request for assistance, or just an informal visit. These visits provide an opportunity for regional librarians to become aware of the strengths and weaknesses in collections throughout their service area; the need for additional support; the level of cooperation among selectives; and constraints experienced by the various institutions in their effort to comply with depository library mandates. Informal visits and visits to provide technical processing advice are not to be interpreted as inspections by the regional librarians.
2. Orientations for depository library staff: These orientations will be conducted by the regional librarians and should be used to familiarize all new documents staff with the Federal Depository Library Program. Orientations will be designed to cover historical information about GPO, to give direction in contacting GPO; to review operating resources, e.g., *Instructions to Depository Libraries*, State Plan, etc.; to emphasize certain instructions and guidelines; to acquaint staff with the structure of the Michigan documents community. For maximum benefit, orientations should be conducted at the regional depository library whenever possible to allow documents staff to see the collection strengths of the regionals; to observe the processing and maintenance of the collections; and to meet staff involved in the functions of the regional library.
3. Visits among selective and non-depository librarians: These are encouraged to open channels of communication in handling common concerns, coordinating collection development and retention policies, handling interlibrary loans, etc.

RESOURCES

Resources, as discussed in this section of the plan, include human resources, equipment and space, and financial responsibility. Collections, recognized as another resource, are discussed in the next section of this plan.

Human Resources

In each depository, there should be a librarian with a masters degree from an American Library Association accredited program responsible for that library's depository collection. This librarian will also serve as the contact person for other libraries and the Government Printing Office. The primary focus of the librarian in charge of the depository collection should be on documents; as such, each library shall provide adequate time for the librarian to attend to the full range of depository responsibilities.

Adequate training of all staff responsible for processing and providing reference service for government information is essential. In-service training within the library and sharing of expertise among depository libraries is necessary in order to maximize use of financial resources, organizational time, and staff. The regional and selective depositories have sponsored or cosponsored training programs and should continue to do so with the cooperation of the Michigan Council of Federal Depository Libraries and the Government Documents Round Table of Michigan.

All depository library staff must be proficient in the electronic information environment. From time to time, staff may need to enroll in training sessions or classes offered by professional organizations, consortia, colleges, library science programs, government agencies, or consultants.

Equipment and Space

The volume and type of materials sent to depositories free of charge from the U.S. Government Printing Office may require purchase or replacement of equipment such as microform readers/printers, portable microfiche readers, copy machines, various computer workstations, printers, video players, fax machines, shelving, storage cabinets, and other equipment and supplies.

Adequate space is necessary to properly maintain, organize, and make government information in all formats available to the public. To assist with planning for future space needs, collection development policies should be written in coordination with other depository libraries, especially within congressional districts, to insure that the information needs of citizens are met as broadly and as deeply as possible by a library nearby, and to prevent unnecessary duplicate acquisition of little-used items.

Financial Responsibility

Libraries are responsible for providing funding on a stable basis for depository functions. This financial commitment is a major responsibility and requires adequate planning on the part of each library. Every depository library must include adequate funding for equipment. In addition, non-depository reference materials should be acquired, as appropriate. Funds should be available for staff to participate as members of the Michigan Council of Federal Depository Libraries. Travel to meetings should be supported with time and funding. When possible, enrollment in workshops, symposia, and classes should be budgeted.

The regional libraries will provide funding for coordinating the depository library program in Michigan by assisting with mailings, assisting with the printing of guides and promotional materials, assisting with promotional activities, coordinating with other documents-related networks, and working with the Michigan Council of Federal Depository Libraries to obtain grants, legislative support, etc. The regional libraries will provide space, shelving, equipment, bibliographic control and staff to meet the responsibilities of permanent retention of federal government information and its retrieval and dissemination. The official electronic discussion list will be administered by the Detroit Public Library or the Library of Michigan. Regional libraries will provide assistance to libraries and selective depositories as listed throughout this plan.

COLLECTIONS

Access to a comprehensive collection of current and retrospective federal government information of interest to citizens of the state should be maintained among the libraries in the Depository Library System. This is a responsibility which shall be shared as specified in this plan.

Collection Development

Each depository library should select to receive on a current basis federal government information responsive to the needs of the users in the area served by the depository. A formal collection development policy is necessary to define the parameters of each depository. Librarians should be prepared to meet the challenges presented by new formats for federal information, using that information in whatever medium it is offered. Depository libraries must be able to provide free public access to online electronic federal government information products. However, selective depository libraries will retain the authority to decide which products to support, in accordance with their overall collection development plans. Users requiring more in-depth assistance that falls outside a selective depository library's collection parameters may be referred to another depository library.

To eliminate unnecessary duplication and to provide adequate access to needed information, selective depositories within the congressional districts initially, and then within the resource sharing networks or the geographic regions of the state, will be encouraged to compare, discuss, and amend current item selections using union lists to achieve balanced selections of frequently used materials. Selective depositories are expected to continue to receive and retain for at least five years those tangible products that meet local needs.

Regional depository libraries will continue to receive at least one copy of all tangible products distributed under the auspices of the Federal Depository Library Program, and will hold those products as directed by the Superintendent of Documents. These requirements will be met by:

1. Collections at the regionals (including cooperative retention of older, lesser used materials at only one regional or designated library);
2. Selective depositories which have formal cooperative agreements specifying retention responsibilities (in the name of the regional depository); and
3. Cooperative retention agreements which may be established in the future under the coordination of the Michigan Council of Federal Depository Libraries among all Michigan depositories.

The ultimate goal of these agreements would be to ensure access to every federal document of significant or enduring value somewhere in Michigan; to establish a system so each depository librarian may know the location of unique or strong collections in particular fields; to publicize which libraries are developing their collections in specific fields; and to note the location of materials assigned by these agreements.

Retrospective Collection Development

Retrospective collection development is defined as the acquisition of non-current documents (depository or non-depository; paper, microform, or other formats) in order to complete partial runs of series to fill in gaps in the present collection; to acquire a title, set, or series never before owned; to replace missing volumes and/or to strengthen the collection by adding duplicate copies.

The following statements are agreed upon by the participants in this plan.

1. General statement: If any depository develops a comprehensive collection of a particular agency's publications, subject area, or specific series, this relieves other libraries (regional and selective) of the responsibility for acquiring the same material, unless specifically needed by that library. In the event the holding library decides to withdraw such materials, other depository libraries should be notified.
2. Regional responsibilities: The two regional libraries will share the responsibility of permanent retention. This responsibility is divided into three priority areas:

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- a. First priority includes the acquisition of complete major depository series of all major agencies and subagencies of the federal government including annual reports, administrative decisions, regulations, bulletins, and other series whenever available. The regionals should make every effort to acquire complete files of major series (in paper or microform) to assure presence of copies in the state. However, a regional need not expend time, money, or space in acquiring major sets that have been acquired by a selective or the other regional.
 - b. Second priority shall be the attempt to acquire at least partial or “samples” of other depository or non-depository series of major agencies so that users will have an idea of what the content and format of these series are and will be made aware of the existence of these series.
 - c. Third priority is the acquisition of retrospective materials issued by minor agencies including regional commissions and publications of regional/field/local offices of agencies (outside of the region).

These priorities should take present collection strengths and local demand into account. Each regional should build on present strengths and coordinate major acquisitions with the other regional and with major selective depositories. The difference between major and minor agencies will be a subjective decision, based upon demand, availability of materials, and present collection strengths. The primary responsibility for coordinating retrospective collection development will fall on the Michigan Council of Federal Depository Libraries.

3. Selective responsibilities: Regional depository libraries are expected to maintain complete collections, including many superseded titles. Selective depository libraries are encouraged to assist in this obligation by supplying superseded titles of value to the regionals as part of their disposal process.

Selective depositories are encouraged to develop their retrospective collections, especially when the acquisition would be of materials not previously held in Michigan. Collection development should be based upon written collection development statements, recognizing user needs and geographic proximity to other collections of the same materials.

4. Methods of retrospective collection development: The following methods may be used by regional and selective depositories: (a) searching disposal lists from other depositories; (b) relocating materials, i.e., selective housing, from a depository to an alternate location; (c) purchasing from dealers, United States Book Exchange, and others; (d) purchasing microform materials; (e) acquiring materials directly from agencies; (f) using the Documents Expediting Project; and (g) receiving gifts, photocopies, and other similar items.

Depository librarians are strongly encouraged to report acquisitions of major sets, titles, indexes, and specialized equipment to the documents community.

Disposal Statement

Selective depository libraries may dispose of depository information held at least five years, provided that both regional depositories have granted written permission. In order to simplify and standardize the disposal procedure, the two regional depository libraries of Michigan have established a set of guidelines for selective depositories that wish to dispose of material. The guidelines are based on the *Instructions to Depository Libraries* (revised April 1992), and are included as Appendix E to this plan.

Transfer of Materials

Information received through the Depository Library Program may be housed in an alternate location. This procedure is known as selective housing. If housed in a location not under the same administrative authority and control as the depository library, a memorandum of agreement should be prepared. Transfers of these materials require a memorandum of agreement, approved by the primary regional library. Copies must be filed with the Superintendent of Documents and the primary regional library.

Reasons for transfer of materials may include: to provide a wider use of materials; to ensure greater facility in accessing the materials; to enhance retrospective collections in specific subject areas or series and for specific agencies; to build retrospective collections in specific subject areas or series and for specific agencies; to alleviate overcrowded space conditions; and allowing a depository, whose space constraints would otherwise prohibit selection, to select extensive series.

Bibliographic access and control must include the following items:

1. Records of the lending library must indicate where materials are being housed.
2. Records of the receiving location must indicate the source of the materials.
3. Physical volumes/tangible products must indicate that the materials are depository documents.
4. A memorandum of agreement, signed by directors of both institutions, must precede transfer of materials. Each agreement should include these elements:
 - a. reason(s) for transfer;
 - b. length of agreement;
 - c. statement of how the agreement may be terminated, specifying the timelines;
 - d. indication of how records will be maintained;
 - e. guarantee of free access by the general public;
 - f. procedure in the event the materials are relinquished; and
 - g. statement that the materials remain the property of the U.S. Government Printing Office.

A sample memorandum of agreement is included as Appendix F to this plan.

SERVICES

Services covered include: public access and hours of service, bibliographic access, interlibrary loan, and promotion.

Public Access and Hours of Service

Federal law (Title 44, *U.S. Code*) states that "Depository libraries shall make government publications available for the free use of the general public..." Thus, all depository collections in Michigan are, by law, required to be open and accessible to the public without charge, even if those libraries housing collections of government information otherwise serve a limited or restricted clientele. Library policies and practices should encourage access to government information in all formats.

Depository libraries should make documents collections available to all users during the same hours that other collections are available. The same hours of reference service should be provided for documents as are provided for other collections.

Bibliographic Access

Bibliographic access to all federal government information is essential to the operation of the depository program. It is the responsibility of the Government Printing Office to provide for basic bibliographic access. The major tool currently provided by GPO is the *Catalog of U.S. Government Publications*. Depository libraries should maintain appropriate access to the catalog.

All depository libraries in Michigan must maintain bibliographic information indicating library holdings of federal government information to the piece level. Depositories are strongly encouraged to: include bibliographic records and active electronic links for government information in their catalogs; participate in adding holdings to the bibliographic utility (e.g., OCLC, RLIN) in which the library is a member; and purchase bibliographic data from GPO or other commercial provider.

Interlibrary Loan

The plan proposes to ensure the widest possible access to federal government information, to improve service, and to provide for a reduction in the cost of accessing and housing these materials. In order to meet these goals, all participants in this plan are encouraged to make their documents collections freely available through interlibrary loan. Interlibrary lending of government information should adhere to the policies specified in *The Michigan Interlibrary Loan Code*.

Library of Michigan. *The Michigan Interlibrary Loan Code: Protocols and Guidelines. Report of the Statewide Interlibrary Loan Protocol Committee*. Lansing, MI: Library of Michigan, 1991.

Promotion

Promotion is an integral responsibility for depository libraries and should be planned as such. Partnerships with other institutions or organizations are encouraged.

Depository librarians should strive to increase non-depository librarian and public awareness of the depository program. Depository collections contain information of vital interest to a free and informed citizenry. The objectives of promotion are to explain the depository program, give locations of depository libraries, and describe the services and collections available. Partnerships with other institutions are encouraged.

The following methods and ideas could be employed in a promotional campaign:

1. Existing library promotion: Government information promotion should be integrated into all other ongoing promotion efforts of a library, such as acquisition lists, web pages, bibliographies, newsletters, displays, newspaper columns, radio/television programs, speeches, flyers, and listings in the governmental and/or commercial establishment pages of telephone directories. Each library is encouraged to prominently display the depository logo on its home page on the World Wide Web.

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2. Focused government information promotion: Efforts to inform public officials (federal, state, and local) about the depository collections and services are encouraged. Other potential user groups, such as local business or community organizations, should also be included in the plan for promotion.
 3. Internal promotion: Library-wide training must be conducted on at least an annual basis.
 4. Sharing of promotion: Ideas and programs, successful or otherwise, should be shared with other librarians. This may be done at the biennial meetings, at informal meetings, through newsletters, and via the official electronic discussion list.

STANDARDS

The original Plan for Federal Documents called for the development of minimum standards for government documents collections. Under the leadership of the Library of Michigan and the Michigan Council of Federal Depository Libraries, standards have been established that provide criteria for the operations of federal depository libraries. These standards give guidance to documents contacts and library administrators and their successors. (The *Standards for Michigan Federal Documents Depository Libraries* were first adopted in September 1985. The current standards are Appendix D to this Plan.)

AMENDMENT PROCESS

This plan may be amended by a two-thirds (2/3) vote of the Michigan depository libraries voting on the amendment. Each library has one vote. Amendments may be proposed by a majority of the members of the Michigan Council of Federal Depository Libraries or by the co-sponsorship of any five (5) or more Michigan depository libraries. One copy of the proposed amendment, with written verification of the co-sponsorships, must be submitted to the council secretary five (5) working days prior to the council's announced meeting. The council secretary will be responsible for notifying all members of the council and the depository libraries of the proposed amendment.

The council, on approving a proposed amendment, shall specify whether a vote on ratification shall be taken at the biennial general meeting or by mail. If a mail vote is designated, the council shall establish the time for the beginning and closing of the balloting. If a vote at the biennial general meeting is designated, at least one month's written notice shall be given to the member libraries of the text of the proposed amendment. A depository library not represented at the general meeting may vote by absentee ballot. Absentee ballots should be received by the council secretary at least two (2) days prior to the meeting.